

BOMB THREAT PROCEDURES

Bomb threats are serious until proven otherwise.
Act quickly. Remain calm. Obtain information
using the checklist on the reverse of this card.

BOMB THREAT RECEIVED BY

PHONE

- Remain calm. Keep the caller on the phone as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully, try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the police or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the display window.
- Complete the Bomb Threat Checklist (*reverse side*) immediately. Write down as much information as you can remember.

BOMB THREAT RECEIVED BY

HANDWRITTEN NOTE

- Call the police.
- Handle note as minimally as possible.

BOMB THREAT RECEIVED BY

EMAIL OR TEXT

- Call the police.
- Do not delete the message.

SIGNS OF A

SUSPICIOUS PACKAGE

No return address	Poorly handwritten
Excessive postage	Mispelled words
Stains	Incorrect titles or address
Strange odor	Foreign postage
Strange sounds	Restrictive handling notes
Unexpected delivery	

DO NOT:

- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move the suspicious package.
- Use two-way radios or cellular phones; radio signals could detonate a bomb.

BOMB THREAT CHECKLIST

Date: _____ Time: _____
Time Caller Hung Up: _____
Phone Number of Caller: _____

ASK THE CALLER:

- Where is the bomb located? (*building, floor, room, etc*)

- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

EXACT WORDS OF THE THREAT

INFORMATION ABOUT THE CALLER

Where is the caller located? (*describe background/noise level*)

Estimated age of caller: _____

Is voice familiar? If so, who does it sound like?

Caller's Voice	Background Sounds	Threat Language
accent	animal noises	incoherent
angry	house noises	message read
calm	kitchen noises	taped
clearing throat	street noises	irrational
coughing	PA system	profanity
cracking voice	conversation	well-spoken
crying	music	
deep voice	motor	
deep breathing	clear	
disguised	static	
distinct	office noises	
excited	factory noises	
FEMALE	local	
laughter	long distance	
lisp		
loud		
MALE	raspy	Other Information: _____
nasal	slow	_____
normal	slurred	_____
ragged	soft	_____
rapid	stutter	

CALL 911 WHEN IT
IS SAFE TO DO SO



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